

**The Charter School for Young Children on Asylum Hill, Inc.**

**Governing Council**

**Meeting Minutes    October 28, 2008**

**Location: Asylum Hill Congregational Church**

**Attendees**

**Councilors:** Billye Auclair, Ed Barlow, Constance Belton Green, Kathleen Butler, Jane Carroll, Katheleen Graham, Susan Johns, Charles Mann, Brooke Penders, Luis Rodriguez, Wyrot Ward

**Staff/Guests:** Irene Garneau, Cindy Martinez, Kelvin Roldan, Lisa Wheeler

Council Chairman Constance B. Green called the meeting to order at 5:35 p.m. All attendees introduced themselves.

**Approval of Minutes**

Brooke Penders' motion to approve the minutes was seconded by Ed Barlow. The motion carried; the minutes were adopted as distributed.

**Review of Action Items**

- Hartford Affiliation Agreement (Hartford Public Schools)

Kelvin Roldan spoke on behalf of the Hartford Public School System explaining that the Agreement would allow HPS to use the scores of the SYCAH Charter School students to determine "adequate yearly progress" of the city's schools. The scores to be used would be of SYCAH, Inc. future third graders. Using Achievement First Hartford as an example, Mr. Roldan recommended that upon approval of the Agreement, the Council designate a negotiating team to meet with the HPS team to determine tangible benefits to SYCAH, Inc of the affiliation. A resolution will be placed on the November agenda.

- CHEFA Bond Resolution (Confirmation of Board Action of September 30, 2008)

The Council acted on this resolution in September; however, it was an addition to the posted agenda. Billy Auclair's motion to confirm the September 30, 2008 action was seconded by Ed Barlow. The motion carried.

- Authorization of Note Agreement

Cindy Martinez indicated that CREC has expended an estimated \$1 million in school renovations on behalf of SYCAH, Inc. Closure on the CHEFA funds to cover said renovations may not occur until next summer. Alternative funds to cover the expenditures in case of an unexpected eventuality in the CHEFA application are being investigated. Chuck Mann's motion to negotiate a loan agreement between SYCAH, Inc and CREC and bring to the November 25 Council meeting for action was seconded by Brooke Penders. The motion carried.

- Policy Adoptions (CREC)

The question of which policies should the Council develop on its own and which CREC policies should be adopted as specific to the Charter School was discussed. Cindy Martinez and Lisa Wheeler agreed to see that the Table of Contents for CREC's policies be forwarded to the Council for assistance in a future discussion of the issue. Also Denise Galucci of CREC's staff should be invited to offer her expertise in school policy development.

- Confirmation of Board Meeting Schedule (date and time)

After review of the previously established schedule (8/28/08 Minutes) and meeting time, Chuck Mann moved that the dates be retained and the meeting time be moved up to 5:00 p.m.; second by Ed Barlow. Motion carried. The November meeting will be held at the

Bruyette Reception Center on the St. Joseph College campus. The December date had been noted as subject to change. The date for the December meeting was changed to December 16. Billye Auclair moved that Council members bring mittens and scarves for the SYCAH, Inc. students to the December meeting; second by Kathleen Butler. Motion carried. The meeting will be held at AHCC.

### **Report of the Chair**

Chairman Constance B. Green noted that the Executive Comm. is scheduled to meet with Bruce Douglas on Nov. 18 at 3:45 p.m. Any other Council member who wishes to attend is welcome but is asked to contact her in advance. The Chairman spoke of the school's many stakeholders and asked the Council to think about aiming the year in such a way that there would be something substantial to report at the end of the year. She emphasized the importance of good communication. Lisa Wheeler offered the possibility of a field trip to Norwich to meet Joan Hefferning.

### **Report of the Principal**

Andrea Einhorn reported that work has begun on the school's space in the Johnston House. Opening is scheduled for December 1; licensing will be separate from the other buildings. A Cultural Celebration has been planned for families of all students on Nov. 17 from 5:30 -7:00 p.m. The final school enrollment is 136 (not 137) due to the last minute departure of one enrollee. The Haskins Literary Institute at Yale University has expressed interest in possibility of SYCAH, Inc. as a lab school. Completion of the NAEYC accreditation process has been postponed until June or September due to all that has been involved in opening the Charter School. Updates on staff changes were also provided.

### **Committee Reports**

- Finance – A reporting mechanism has been developed with CREC; finances will be reviewed monthly. The report as of 9-30-08 had just been received and not yet thoroughly reviewed. Grants in the amount of \$75k (state) and \$146,480 (federal) have been received and will be paid to CREC for various fees and start-up expenses. Copy of financial report and cover memo from Cindy Martinez attached to file copy of minutes.

- Development – The committee sees its role as broader than fundraising and would like to change its name to Advancement Committee. The question was raised as to whether fund-raising would be for the Charter School only or for the Infant/Toddler Program as well. The importance of a consistent message between both areas was also noted. A media contact for a story on the Charter School has been made. Billye Auclair will Chair the Committee.
- Facilities – Ed Barlow indicated that he and Andrea have met and looked at some of the buildings at the Asylum Ave. campus that are occupied by the University but may be suitable for future expansion. It is important to begin discussing the most immediate needs for 2009 with CREC now. Ed expressed the desire to nominate an additional person to the Council.
- Curriculum - Jane Carroll will Chair this committee. The committee needs to review the school's mission and vision and then meet with Andrea to see how best to provide support.
- Executive – No report.

### **Board Members: General Comments**

Chairman Green indicated that she had received Irene Garneau's resignation just prior to the meeting. She read the resignation with regret but with great commendation to Irene for her role in birthing the concept of the school and giving so much of her time and energy in bringing it to fruition. The Council extended best wishes to Irene for her continued career development.

### **Other New Business**

None

**Public Comment**

None

The meeting was adjourned at 7:15 p.m.

Respectfully submitted,

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Wyrot Ward, Secretary

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Constance B. Green, Chairman

Date approved:\_\_\_\_\_